



LOUISIANA STATE EMPLOYEES' RETIREMENT SYSTEM

P.O. BOX 44213 • BATON ROUGE, LOUISIANA 70804-4213

8401 UNITED PLAZA BLVD.
BATON ROUGE, LA 70809

VOICE: 225-922-0600
TOLL-FREE: 1-800-256-3000
www.lasersonline.org

LIAISON MEMORANDUM

NUMBER 06-11

To: Agency Liaison Officers

From: Jennifer N. Templet
Assistant Director

RE: ASKLASERS e-mail address for the LASERS Agency Liaison Officers

Date: June 22, 2006

For six years, LASERS agencies have had the opportunity to utilize a special e-mail address.

The ASKLASERS e-mail address (ASKLASERS@lasersonline.org) is intended for use by Agency Liaison Officers and designated Human Resources staff. If you have experienced staff changes and wish to give new staff authorization for access, complete the form attached to this Liaison Memorandum. The memo is also located on the LASERS website under "Agency Information/Agency Liaison Officer Memorandum."

ASKLASERS provides a fast and easy way to contact LASERS and gives a special, time-sensitive service to its agencies. The normal turnaround answer time is within 48 hours.

Specific member information, such as process status and eligibility issues should be submitted to LASERS by mail or fax. General questions regarding retirement issues or statutory requirements may be addressed through the ASKLASERS e-mail. E-mails should include the requestor's full name, telephone number, and the data relative to the request.

Examples of what should not be forwarded through this email address are:

- Request for verification of service credit;
- Request for cost of repayment of refund;
- Request for cost of purchase of service;
- Request for cost of transfer/reciprocal agreement of service;
- Request for estimates;
- Request for first eligible date of retirement;
- Request for first eligible date for Social Security purposes.

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Liaison Memorandum Number 06-11

Page 2

Please copy and complete the form below with the specified information for each Human Resources employee who needs this special service. The individual indicated on your form is free to use the special e-mail address beginning one week after the completed form has been faxed or mailed to LASERS.

We appreciate your cooperation and welcome any suggestions for improving the ASKLASERS service.

Liaison Memorandum Number 06-11

Page 3

Mail to:

ASKLASERS e-mail List
ATTN: Member Services Division
Louisiana State Employees' Retirement System (LASERS)
P. O. Box 44213
Baton Rouge, LA 70804-4213

Or, fax this form to: (225) 922-0595

Designation of Person(s) authorized access to the ASKLASERS e-mail service *(please make more copies, if necessary)*.

Name:		
Title:	Agency 3-digit Number:	
E-mail Address:	Area Code/Phone:	Area Code/Fax:
Agency:	Division/Office:	
Mailing Address:		
City:	State:	Zip:
Agency Liaison Officer Approval (If designee above is different):		
Name:		
Area Code/Phone:	Date:	